

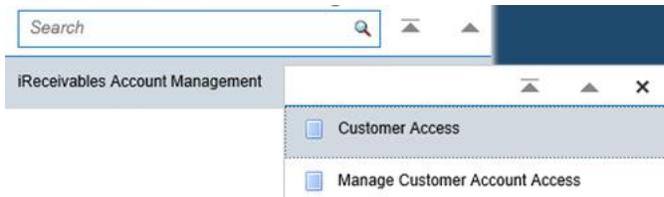
How to pay Hotel/STRP:

Step 1: Log into R12 using Hotel customer email and password.



A login form with a dark blue background. It contains two input fields: "User Name" with the text "dangokal@gmail.com" and "Password" with masked characters "••••••••". Below the fields are two buttons: "Log In" and "Cancel".

Step 2: Navigate to [iReceivables Account Management](#) > [Customer Access](#)



Step 3 – This step is for customers that have multiple accounts. Skip to Step 4 if you have only one account.

Click the **Go** button to see all Accounts



A search interface for customers. It has a "Search" section with a "Search By" dropdown menu set to "Customers". There is a search input field and a "Go" button. Below the search field are two checkboxes: "Show All Sites" (checked) and "Show All Customers" (unchecked). A tip below the checkboxes reads: "TIP Click Account Details for a site that has a bill to purpose."

Click Customer **Account Summary** button on the **Bill To (Address Type)** address

Organization	Address Type 	Account Summary
All Organizations		
METRO_GG	Bill To	

Step 4: Click [Create New Hotel Occupancy Tax Return](#)



Step 5

Select the **Year** and **Month**

Tax Return Year

Tax Return Month

Steps 6-9

Customer enters Gross Receipts
Section 1 - OCCUPANCY TAX
1. Gross Rental Receipts from Occupancy of Rooms:\$ <input type="text"/>
Customer enters Number of Exempt Rooms (optional)
Number of Exempt Rooms: <input type="text"/>
Customer enters Excludable Receipts amount
2. Allowed Deductible and /or Excludable Receipts:.....\$ <input type="text"/>
Customer enters Total Nights Rented
Section 2 – ADDITIONAL OCCUPANCY TAX
11. Total nights rented for all rooms: <input type="text"/> x \$2.5 each night..\$
Verify all fields have calculated correctly.

Step 10* (Adding attachments)

Click Add Attachments button (only needed if exempt rooms is populated)

Search

Note that the search is case insensitive

Title

▶ [Show More Search Options](#)

Enter:
Attachment type = File
Title
Description
Browse and attach *File

Click the Apply button

Add Attachment [X]

Attachment Type: File [v]

Title: Hotel Exempt Rooms

Description: Hotel Exempt Rooms

Category: Miscellaneous

*File: C:\Users\lpeery\OneDrive [Browse...]

[Cancel] [Add Another] [Apply]

Click OK button to confirm

Confirmation [X]

Attachment HOTEL has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

[OK]

Step 11: Check the box Beside the penalties to agree

Exemptions:

- *The law provides for only two classes of exemptions.
- (1) A tenant who has occupied room space for thirty or more cor
- (2) Local, state or federal governmental agencies, when fees are

*However, the law does NOT exempt private schools, corporatic

Return and remittance must be postmarked on or before the 20t

Make remittance payable to: METRO COLLECTIONS OFFICE
 Mail To: COLLECTIONS OFFICE
 P.O. BOX 196311
 Nashville, TN 37219-6311

Under the penalties for perjury prescribed by law, I swear



Step 12: Customer clicks Validate

Step 13: Choose Payment Option

Step 1-3

1.	<p>Click Pay Online button</p> <p>[Exit] [Clear] [Validate] [Pay Online] [Pay With Check] [Save]</p>
2.	<p>Clicking the PAY button will take you to the payment page. Do you want to proceed to the payment page?</p> <p>Click Yes button</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Warning</p> <p>Clicking the PAY button will take you to the payment page. Do you want to proceed to the payment page?</p> <p style="text-align: right;">[No] [Yes]</p> </div>

3.

Verify that the amount in the amount field matches the return amount. Then select the payment method CREDIT or eCHECK.

Click the Make Payment button.

The screenshot displays the 'Metro Nashville Collections - Online Payment Portal' interface. Under the 'Invoice Details' section, there are two input fields: 'Reference:' with the value '50348' and 'Amount:' with the value '\$41.31'. Below these fields, the 'Payment Method:' section has two radio button options: 'CREDIT' and 'eCHECK'. At the bottom of the form, there is a warning message: 'A 1.84% convenience fee is charged on all credit card transactions. This fee is collected by a third party processor and no part of it goes Payment below; you acknowledge this fee and agree to pay it. If you do not want to continue, please click the Cancel button below.' At the very bottom, there are two buttons: 'Cancel' and 'Make Payment'.

Step 4: Enter all fields with red asterisk * and enter your email address (see supplemental document with payment information)

Step 5: Click the Submit Payment button

Step 6: Verify email shows correct payment information. You will receive a receipt via e-mail.

You will be redirected. Click Go To Account Details button to review dashboard.